

City of Lansing Chair/Co-Chair Training



March 8, 2016
Presidential Primary Election

Welcome



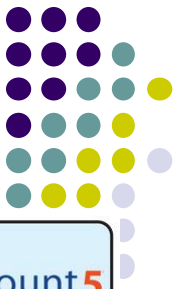
- **Introductions**
 - Who is first time chair or co-chair?
 - Who are inspectors for the first time last year?
- **Classroom Rules**
 - Turn phone to vibrate
 - Encourage to ask questions
 - Safe environment to ask questions
 - Leave no one behind
 - Requires participation
 - Sign in and Sign out

Overview of Chair Training



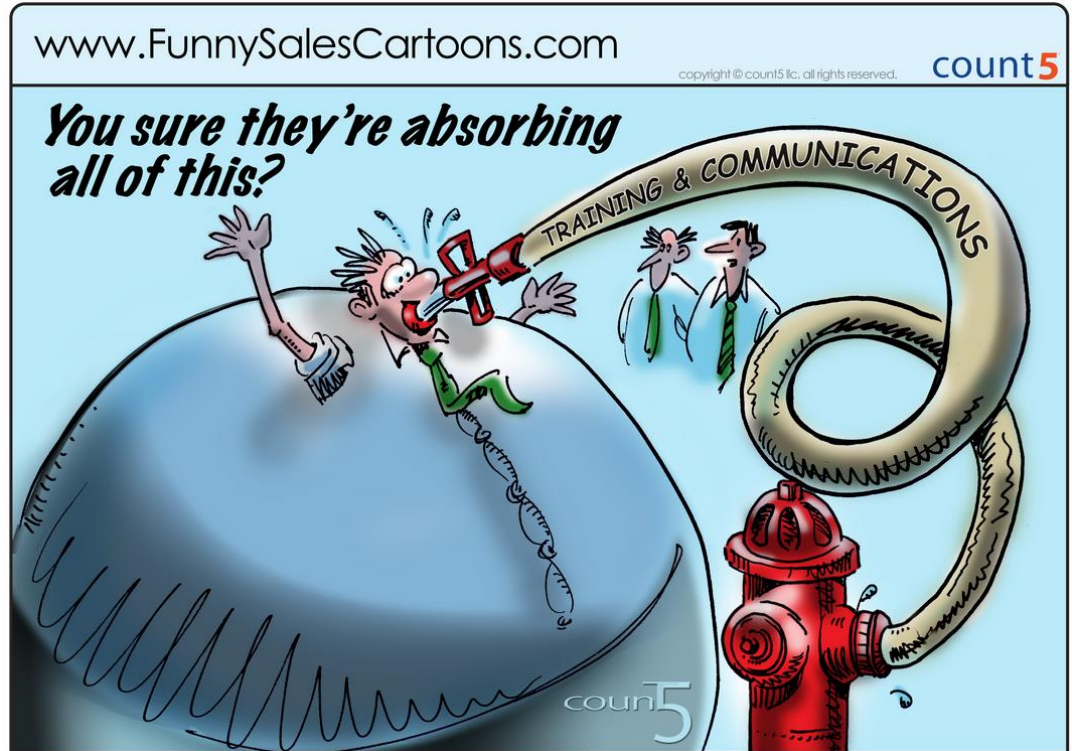
- Resources for You
- Availability for May 3
- What makes this Election Special
 - Schools are Open
 - Multiple ballots
- Common Closing Issues
- New for this Election
 - Redistricting Impact for 17 out of 45 Precincts
 - Presidential primary procedures
- Provisional Ballot Review
- 2016 Election Calendar

We can't cover everything!



Resources

- Checklist of Operations
- Detailed PowerPoint
- Manual



- Web Page just for you
- <http://www.lansingmi.gov/InspectorTraining>
- Videos
- Links to SOS



Text Size:



City Clerk's Office

About City Clerk Chris Swope

Elections ▼

Register to Vote

Polling Locations

Frequently Asked Questions (FAQs)

Other Political Links

Election Results

Extended Hours In-Person Absentee Voting

Inspector Training

City Council Meetings

Charter & Ordinances

Passports

Documents Released

Inspector Training

Below are the links to the May 5, 2015 Election Training. All trainings are held at South Washington Office Complex Elections Unit, 2500 S. Washington. Please check your email or letter to determine which training to register to attend. If you have any questions about election training, please contact Brian Jackson at 517-483-4135 or email brian.jackson@lansingmi.gov.

E Poll Book Refresher Training - required for all scheduled E-Poll Book Workers who have prior experience. Limited number of attendees so please schedule

New E-Poll Book Training - required of all new poll worker or assigned inspectors who are being trained on E Poll Book. Hands-on training of the opening, closing and operations of E Poll Book Inspector

New Inspector Training - required of all new inspectors and new chairs or co-chairs. Everything and more about being part of precinct team

Overview Training - optional training for any inspector who wants to refresh on basic operations like AutoMarks, tabulators, and more

Chair Training - required of all chairs, co-chairs and superchairs to receive update on election precinct procedures

For instructions on how to sign up via eventbrite website, please click [here](#).



Chris Swope
City Clerk

Contact

9th floor of City Hall
124 W. Michigan Ave.
Lansing, MI 48933.
517-483-4131
city.clerk@lansingmi.gov

HOURS

Monday through Friday
8:00 a.m. to 5:00 p.m.

What is on the Presidential Primary ballot?



Democrats:

- Hillary Clinton,
- Roque Rocky De La Fuente,
- Martin J. O'Malley,
- Bernie Sanders,
- Uncommitted

Some of the candidates listed on the ballot **may** have dropped out. However, they will remain on the ballot because the ballot was set in early December.

We cannot tell voters which candidate has dropped out.

Republicans:

- Jeb Bush,
- Ben Carson,
- Chris Christie,
- Ted Cruz,
- Carly Fiorina,
- Lindsey Graham,
- Mike Huckabee,
- John R. Kasich,
- George Pataki,
- Rand Paul,
- Marco Rubio,
- Rick Santorum,
- Donald J. Trump,
- Uncommitted

What is on the Presidential Primary ballot?



Democrats:

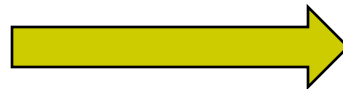
- Hillary Clinton,
- Roque Rocky De La Fuente,
- Martin J. O'Malley,
- Bernie Sanders,
- Uncommitted

Republicans:

- Jeb Bush,
- Ben Carson,
- Chris Christie,
- Ted Cruz,
- Carly Fiorina,
- Lindsey Graham,
- Mike Huckabee,
- John R. Kasich,
- George Pataki,
- Rand Paul,
- Marco Rubio,
- Rick Santorum,
- Donald J. Trump,
- Uncommitted

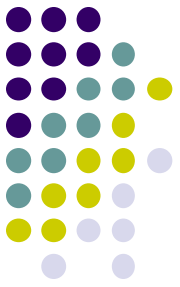


Two Ballot Styles for most precinct.



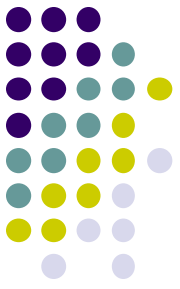
Except . . .

What is on the Presidential Primary ballot?



- Pct. 20, 22 and 41 Split w/ Holt or Waverly
 1. Dem & Holt or Waverly Millage
 2. Rep & Holt or Waverly Millage
 3. Waverly Millage Only
 4. Democrat Only
 5. Republican Only

What if voter picks “Uncommitted”?



- Each party ballot has a vote position for **“Uncommitted.”**
- If enough of these votes are cast, the party may send delegates to the convention who are uncommitted to a specific candidate.
- See Voter FAQ for more details for voter to read.

Redistricting in Dec 2015



Why?

- To improve voter experience by reducing wait times and increasing access to polling locations that have more space and parking

Where?

- **Ward 1** (Northeast) Affected Precincts - [Pct. 3. 4. 5. 6](#)
- **Ward 2** (Southeast) Affected Precincts - **Pct.16**
- **Ward 3** (Southwest) Affected Precincts - [Pct. 26, 27, 29](#)
- **Ward 4** (Northwest) Affected Precincts - [Pct. 32, 33, 35, 41, 42 ,44](#)
- All impacted voters received new voter registration cards. Signs will be posted at closed precincts.

Redistricting in Dec 2015



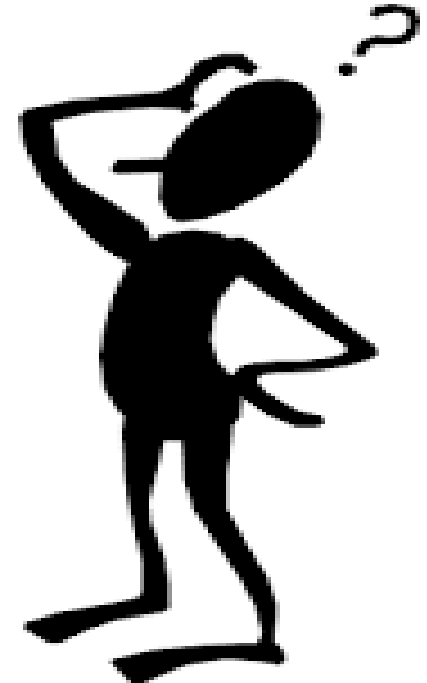
How are voters informed?

- All impacted voters received new voter registration cards.
- Before making changes, Clerk held 6 Public Hearings and sent postcards
- Signs will be posted at closed precincts.
- Information sent to neighborhood groups

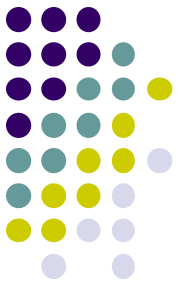
Presidential Primary Turnout



- We have no idea what the turnout will be
- AV is about same as 4 years ago
- What do you think?
- How should we prepare?



If it is slow for you, then use the time to train . .



- Scavenger Hunt
 - - finding forms, items
- Role Play Scenarios
 - What would you do if

2015 Election Worker Survey Results



2015 Election Worker Evaluation

What procedures of the election process were you unsure of? (Select all that apply)

Answer Options	Response Percent	Response Count
Tabulator jam	29.3%	27
Hourly ballot balance	3.3%	3
Spoiled ballots	22.8%	21
Provisional ballots	59.8%	55
Challenged ballots	45.7%	42
Inspector position details	4.3%	4
Opening the precinct	8.7%	8
Closing the precinct	18.5%	17
What suggestions could you give us for future poll inspector training?		61
<i>answered question</i>		92
<i>skipped question</i>		103

Professional Expectations of ALL Election Workers



- RESPECT– voters, co-workers, guest and yourself
- Come On-Time & Ready to work schedule until dismissed
- Dress Code – clean, no words on clothes
- Lansing Employee Requirements



Meal Break Policy

- Coordinated through Chairperson
- Required
- 30 to 45 minutes (unpaid) per 8 hours
- Sign in and Out for meal breaks



6 Roles of a Precinct Team



Inspector Team Make-Up

1 Chair

1 Co-Chair

2 – 4 Inspectors

1.5 – 2 E Poll Book

6 – 8 Total

depending projected turnout



6 Roles of a Precinct Team

Type of Inspectors	
Greeter	
Application	
E Poll Book	
Ballot	
Tabulator	
Chair / Co Chair	

6 Roles of a Precinct Team



Greeter

At the entrance to the precinct,

- Briefly greet and welcome each voter
- Look for people who look “lost,” and ask if they have questions
- Don’t Stop everyone

Resources:

- Greeter Laptop (E Poll Book Search), **Multi-Precinct Only**
- Precinct Map
- Street Guide
- Voter List (Black Box)
- Calling City Clerk Office with Greeter or Chair cell phone
- If you have any questions or issues that you are unsure how to resolve, please alert chair or co-chair immediately
- Direct voters to Application Inspector



What's Special About the Presidential Primary?



1. Application to Vote

Application to Vote – Ballot Selection Form

Picture Identification requirement: All Michigan voters must show a Michigan driver's license, a Michigan personal identification card or some other acceptable form of picture identification before voting. A voter who is unable to show picture identification can vote after signing an affidavit attesting that he/she is not in possession of picture identification.

March 8, 2016 Presidential Primary Ward _____ Precinct _____

SELECT BALLOT TYPE HERE
I hereby request the ballot type marked below for this election.

SELECT ONLY ONE BALLOT TYPE:

☐ **REPUBLICAN PARTY** Presidential Primary Ballot

☐ **DEMOCRATIC PARTY** Presidential Primary Ballot

☐ **BALLOT WITHOUT PRESIDENTIAL PRIMARY** (if available)
Note: This ballot choice is for voters not voting in the presidential primary who wish to vote on other proposals or candidates (if on ballot).

(You must select one ballot type above. If you do not select a ballot type, a ballot will not be issued to you.)

ELECTION INSPECTOR COMPLETES

☐ **ID AFFIDAVIT ON REVERSE COMPLETED**

ELECTION INSPECTOR INITIALS _____


Ballot Style ☐ **Ballot No.** _____

Voter No. _____
(POLL BOOK)

PRINT NAME: _____ **DATE OF BIRTH:** ____/____/____

RESIDENCE ADDRESS: _____
(Address) (City) (State) (Zip)

I certify that I am a United States citizen and a registered and qualified elector in this precinct, and hereby make application to vote at this election.

SIGN HERE  _____

SIGNATURE OF VOTER

FORM NO. 777
PRINTING SYSTEMS • 1-800-95-12345

What's Special About the Presidential Primary?



1. Presidential Primary E-Poll Book
 1. Type ballot # **every time**

A screenshot of a software dialog box titled "Issue a ballot". The dialog box has a light gray background and a standard Windows-style border. It contains the following elements:

- A label "You are about to issue a Regular Ballot to:" followed by a text input field containing a blacked-out name and a date input field showing "10/1/1980".
- A label "This ballot number will be assigned:" followed by a numeric input field with up and down arrow buttons.
- A label "Which ballot type is being issued:" followed by a group box containing three radio button options:
 - ☐ Republican Party
 - ☐ Democratic Party
 - ☐ Ballot Without Presidential Party
- At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.



6 Roles of a Precinct Team

- Ballot Inspector
 - Confirm Ballot #
 - Initial and write ballot Application to Vote
 - Direct voter to booth & tabulator inspector
 - Accept spoiled ballots





6 Roles of a Precinct Team

- Tabulator Inspector
 - Check ballot # & tear off tab
 - Advise voter on how to feed ballot
 - Stay 10ft away, but monitor the machine
 - If error, review script on top of screen



6 Roles of a Precinct Team



- Chairperson
 - On site supervisor
 - Chair and Co-chair
 - Have very long day & Night
 - Sign off that election is valid
 - Determine break schedule



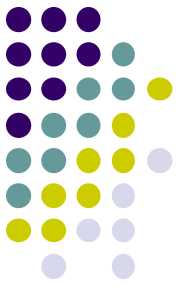
www.shutterstock.com · 79309792

Prepare Your Team for Presidential Primary



- Handouts in Yellow Folder
 1. Give every team member Supplemental Instructions & Go over it
 2. Cheat Sheet for E Poll Book Closing
 3. Detailed Handout for Voters
 4. If you precinct boundary changed or split precinct, please review map

Before the Polls Open **Night before?**

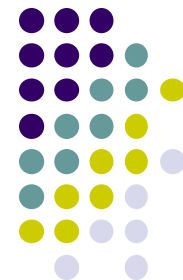


Checklist of Operations

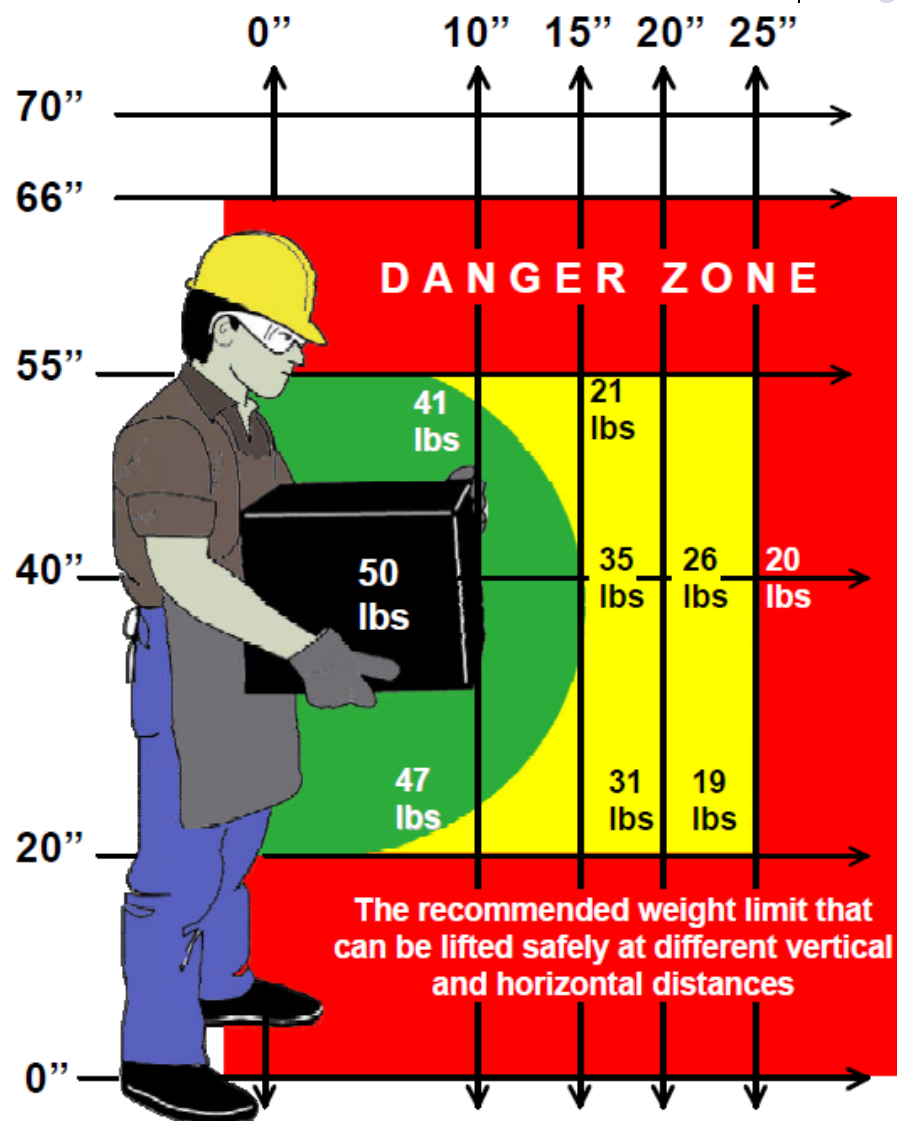
- Review Page 2 -7
 - E Poll Book
 - AutoMARK
 - **Tabulator**
 - **Poll Book** and more!
- 7am –Chair announces “Polls are open”



Before the Polls Open 6am – 7 am)



- Avoid Injuries
 - Use 2 People to Push & Pull Cart
 - Lifting
 - More in Trouble Shooting Guide

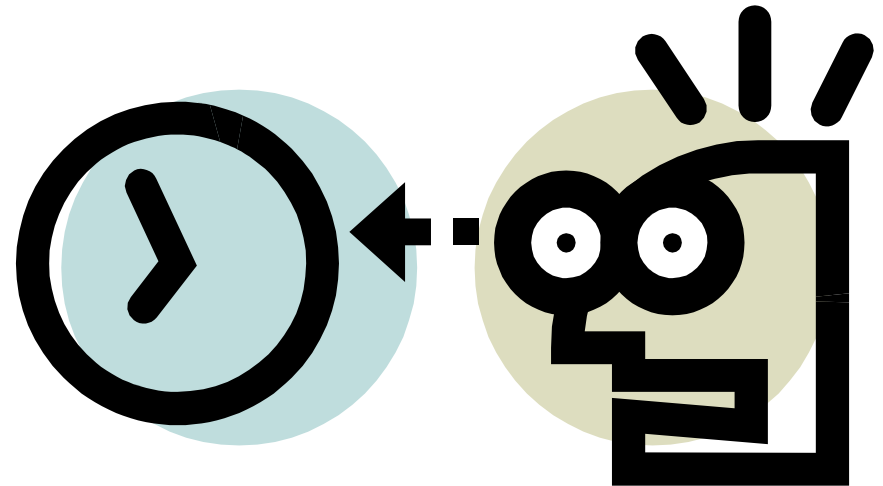




During the Day pg. 5 – 7pm

Hourly Check (pg. 5)

1. Check Voting Booths
2. Update Voter Log
3. Rotate Roles when possible
4. Complete Ballot Balance Check





Ballot Balance Check*

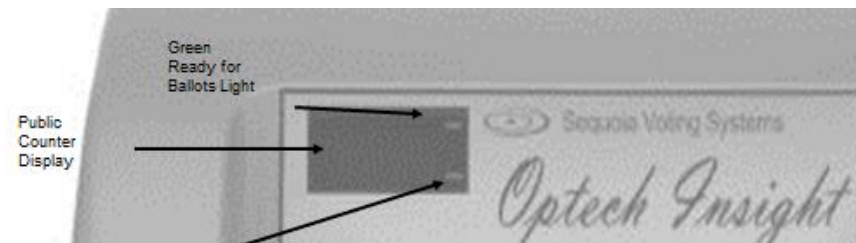
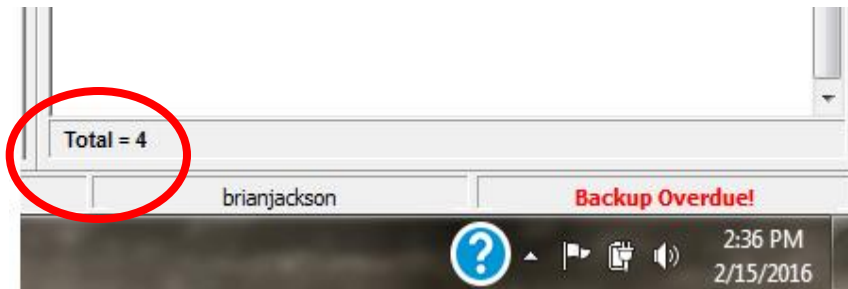
**E Poll Book
Total Count**



People Voting



**Tabulator
Display**



*** Complete this Check immediately
whenever there is a Ballot Jam**



During the Day



Check and Balances

Must have a R & D involved during the day

- When Tabulator is ever unlocked
- Assisting a Voter with ballot

Source:

www.joespooner.com/pages/donkyAndElephant.html



Prepare for Closing Time

- Start getting ready to close anytime you get a chance

Suggestions pg. 13 - 30

- Prep labels, ballot bags
- **E Poll Book can complete Summary Reports during the day to make sure balance**
- Give out assignments to workers
- Review Trouble Shooting Guide



Trouble Shooting Guide



Table of Contents

- Facilities
- Emergency
- Voters
- Guest
- End of Day
- Equipment
- Workers
- NEW Supplies Index!

Located

- Binder will be located in Black Box





Closing Time pg. 13 - 30

- Polls do NOT close until everyone in line at 8pm has voted
- Everyone leaves together when dismissed by chairperson
- [How to seal bag video](#)

Closing Procedures

pg. 13 - 30



Key Tasks

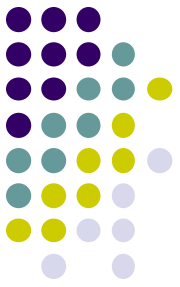
- Tabulator
- E Poll Book
- Poll Book Binder
- Supplies
 - Laptop Bag
 - Black Box
- Automark
- Sealed for Delivery
 - Ballots
 - Memory Pack
 - Local Clerk Envelope

Keys to Success

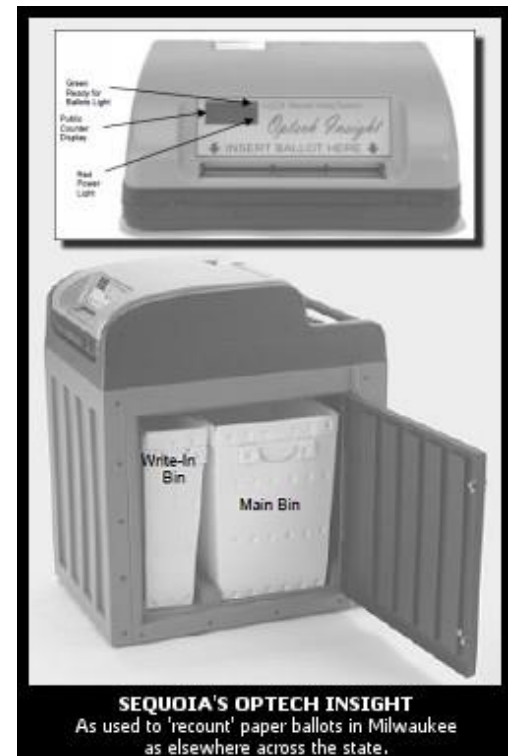
- Use Check of Operations
- Plan ahead
- Don't rush
- Double Check
- ????

Closing Procedures– Tabulator

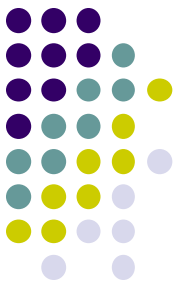
page 15



- Check All Bins – No Write Ins
- Print Totals & Press “0” – 3 or more times
 - All Inspectors sign 3 copies



Closing Time E Poll Book – page 16



- E Poll Book Summary Report

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count	Delete
	00000017	00000200	184	

Total = 184

K. Total of Lines D, E, F, G, H, I and J

L. Difference

200

202

0

- 7 Icons in Privacy Zone

Name

- Activity Log Report
- Ballot Summary
- epb
- epb_history
- List of Voters
- Remarks



Closing Procedure

pg. 13 - 30



Common Issues

- Tabulator -
- Payroll
- Ballot Bag Seals
- Items in the wrong location

Solutions

- Must see results on tape
- Make sure everyone's time is recorded properly. Have them double check
- Step by Step Picture in Troubleshooting Guide
- Review Check of Operations

Securing Ballots (continued)



- The only ballots that don't go in ballot bag are:
 - Provisional Envelope Ballots
 - Sample ballots
 - AutoMARK test ballots
- Fill out Ballot Container Certificate with seal number to be used and sign it
- Seal the **blue** ballot container with a plastic seal
- Remember to record the seal number used on the **blue** ballot container on the Statement of Votes and on the Ballot Container Certificate

[Video blue](#)
[Video interlock](#)



Ballot Bag Security

Flap down on the Zipper first to Secure

Closing - Poll Book Cover



ELECTION Special

ELECTRONIC POLL BOOK

— FOR THE —

Special **ELECTION**
(Primary, General, Special or Other)

Held On May 5, 2015 In the W 3 / P 22
(Month and Date) (Year) (Ward/Precinct)

Of City of Lansing
(City, Township or Village)

County of EATON, State of Michigan

ELECTION INSPECTOR INFORMATION

- All inspectors must take and subscribe to the Oath of Office in the front of this Poll Book prior to assuming any duties as an inspector.
- All inspectors must complete and sign the Election Inspectors' Preparation Certificate in the front of this Poll Book.
- Record any comments or clarifications on the Remarks Page in the back of this Poll Book.
(After the Close of Polls)
- Record write-in votes for declared write-in candidates in the Write-In Section located in the back of this Poll Book. Do not record write-in votes cast for precinct delegate candidates at the August Primary in this Poll Book. Write-in votes cast for precinct delegate candidates are recorded in the precinct delegate statement.
- All inspectors must sign the Certificate of Election Inspectors and Statement of Votes in the back of this Poll Book.
- Two (2) inspectors must initial and date all red paper seals used to seal envelopes.
- Two (2) inspectors must sign and date all ballot container certificates.
- Two (2) inspectors must attest to the sealing of the ballots in an approved storage container by signing the Seal Certification Statement on the Certificate of Elections Inspectors Page of this Poll Book.
- Two (2) inspectors must attest to the sealing of the Tabulator Program/Terminal Program in an approved container by signing the Seal Certification Statement of the Elections Inspectors Page of this Poll Book.

Fill in at close of polls

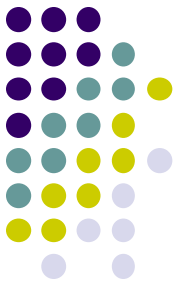
ElectionSource
FORM 401 EPB

TOTAL VOTERS

Everything
else should
be filled in,
please
double
check for
us



what to watch out for?



11/5/2013 - NOVEMBER CONSOLIDATED - BOHEMIA TOWNSHIP
PRECINCT 00001

BALLOT SUMMARY

WE CERTIFY THE FOLLOWING:

NUMBER OF BALLOTS DELIVERED TO PRECINCT:

A. Number of official ballots delivered to precinct:

Ballot Style	Starting No.	Ending No.	Count
[None]	00001001	00001016	16
[None]	00002001	00002016	16
			<hr/> 32

B. Number of absent voter return envelopes received by board: 0

C. Total of lines A and B (Must match Line K below): 32

NUMBER OF BALLOTS AT CLOSE OF POLLS:

D. Number of ballots tabulated: 12

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason: 0

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots): 1

G. Number of ballots rejected: 0

H. Number of ballots used by election inspectors for ballot duplications: 0

I. Number of PROVISIONAL "envelope" ballots issued: 1

J. Number of UNUSED BALLOTS (excess ballots):

Ballot Style	Starting No.	Ending No.	Count
[None]	00001012	00001016	5
[None]	00002003	00002016	14
			<hr/> 19

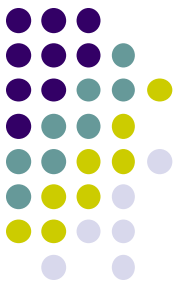
K. Total of Lines D, E, F, G, H, I, and J (Must match Line C above): 33

L. Difference: -1



Closing E-Pollbook

- See Cheat Sheet



NUMBER OF BALLOTS AT CLOSE OF POLLS:

D: Number of ballots tabulated (Enter Tabulator Public Counter reading)

E. Number of AV ballot envelopes delivered to precinct which did not contain a ballot or were not processed for any reason

F. Number of ballots reissued to voters who spoiled their ballot at the polling place (spoiled or defective ballots)

G. Number of ballots

H. Number of ballots inspectors for ballot duplication

I. Number of provision s issued

J. Number of UNUSED BALLOTS:

Style	Starting No.	Ending No.	Count
D	<input type="text" value="00001650"/>	<input type="text" value="00001650"/>	19
R	<input type="text" value="00001200"/>	<input type="text" value="00001200"/>	19

Total =

K. Total of Lines D, E, F, G, H, I and J

L. Difference

Line D-Tabulator-Count¶

¶ Enter the next ballot number available for the Democrat-Ballot-Style and hit Tab¶

¶ Enter the next ballot number available for the Republican-Ballot-Style¶ And hit tab¶

¶ Precinct 20, 22 & 41 will have additional ballot styles¶

If Line L is not zero, you must determine why and correct the error.¶

Challenges

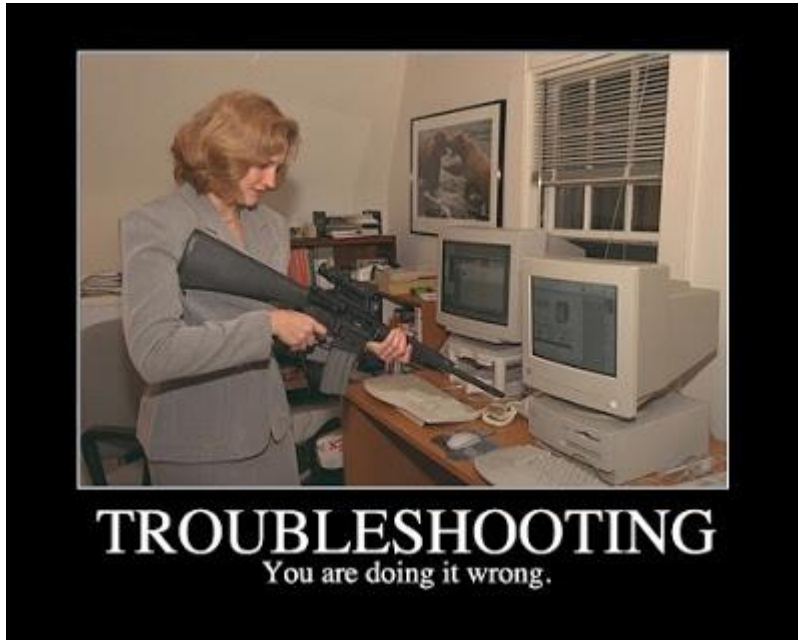


TROUBLESHOOTING
You are doing it wrong.

Challenges



Alternative to:



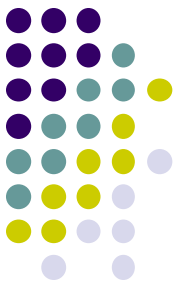
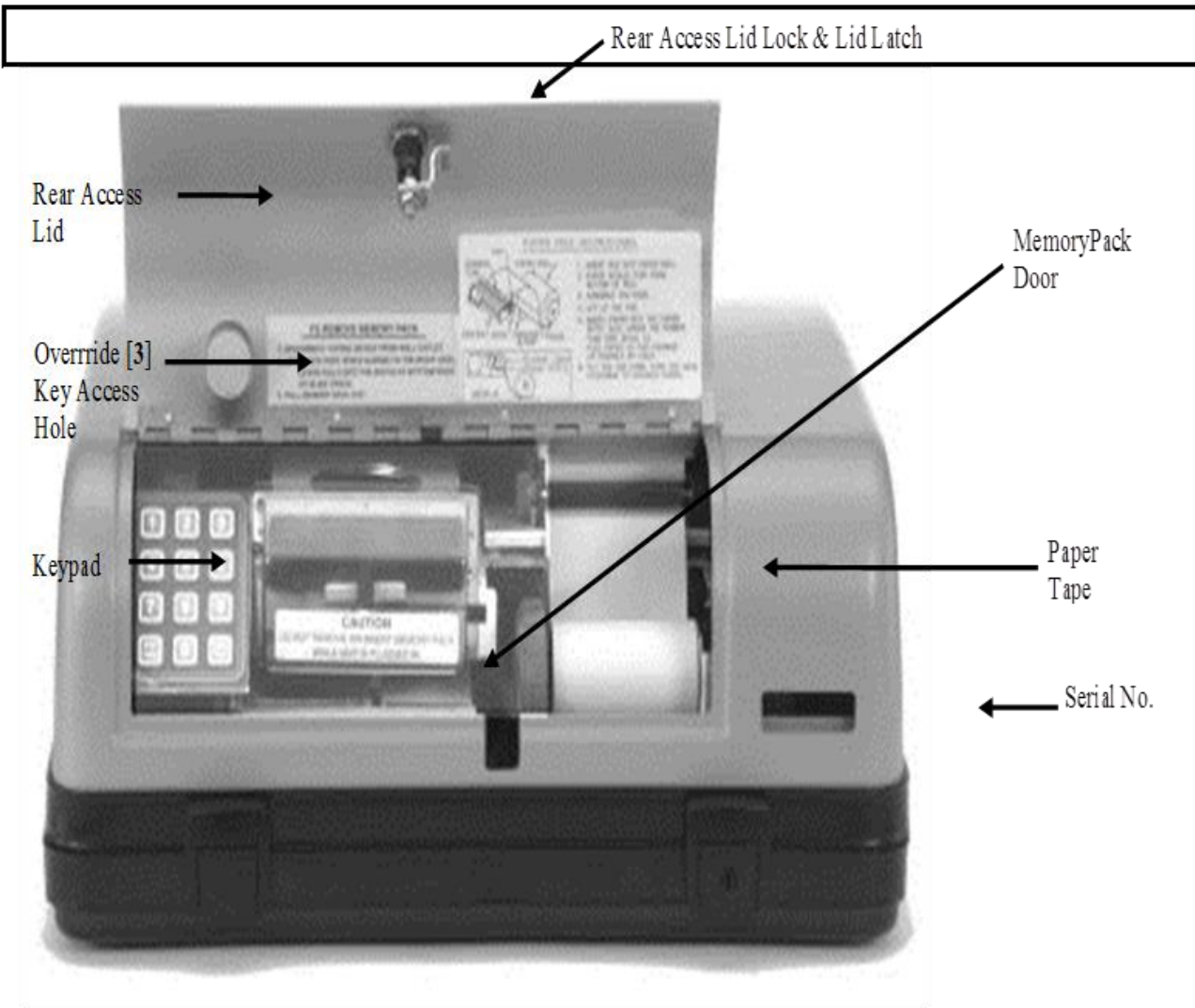
Resources

1. Trouble Shooting Guide
 2. Call Super Chair
 3. Call City Clerk Office
- Do not stop Election to solve problem.
 - Let other voters vote
 - Use Auxiliary Bin if Jam

Equipment - Tabulator

REAR VIEW OF THE INSIGHT

The Insight (rear view) (Figure 3-2) shows the location of key components for operating the Insight. The rear access lid of the Insight is locked during the election.



Challenges - Tabulators



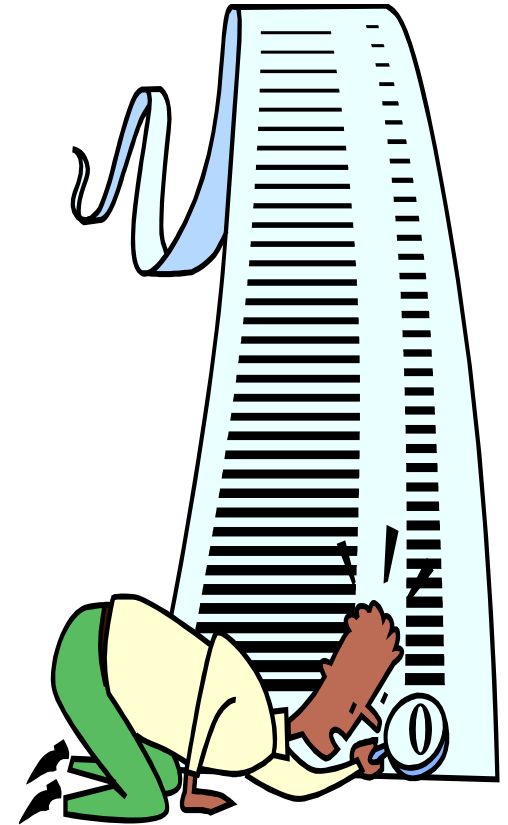
Tabulator Issues

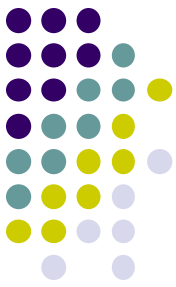
- Tabulator Malfunction
 - Unlock the Auxiliary compartment (side top); continue issuing ballots; have voters place ballots into auxiliary bin
- Power Outage
 - Contact the Clerk's Office to bring you a battery
 - Until power is restored, use auxiliary bin.
- Ballot Jam
 - Lift tabulator top and pull out jammed ballot
 - Completed Ballot Balance Check to determine if the ballot has been counted
 - Place check mark on tape

Missing Registration



- When a voter's name does not appear on the E Poll Book's precinct list take the following actions:
 - Confirm that the voter is in the correct precinct
 - **Check “Other “ Tab in E Poll Book**
 - Check for hyphenated names, prefix/suffix, name change, etc.
 - Ask to see a Voter ID card or valid voter registration receipt
 - Contact the Clerk's Office at 483-4133





Procedure for Issuing a Provisional Ballot If the Voter's Name Is Not on the Registration List

Voter Completes – One Side of Envelope. You Sign.

11

Voter fills out
this entire form

Voter Signs

Chair or Designee
Signs

**State of Michigan Provisional Ballot Form
and Voter Registration Form**

Attention voter: If your name was not found on the list of registered voters and you were unable to produce a receipt verifying registration, you must complete the following affidavit and voter registration form in the correct precinct.

voter affidavit (required)

I, _____, affirm
that I am a resident of:
☐ city _____
☐ township _____
at the registration address provided. I affirm that I submitted a voter registration application on or before the close of registration for the election at hand. By signing this affidavit, I swear that the above statements are true.

Signature of Elector: _____

Signature of Election Inspector: _____

An individual who provides false information in this affidavit is guilty of perjury, which is punishable by a fine of up to \$1,000 and/or imprisonment for up to 5 years.

registration information (required)

I registered on: _____
at the location or with the following form below:
☐ Mail-in registration form
☐ Secretary of State branch office
☐ Secretary of State "Renewal by Mail"
☐ ExpressSOS.com
☐ Designated voter registration agency
☐ County, city or township clerk's office

Next, complete the voter registration application to the right. ➡

qualifications

Are you a citizen of the United States of America? ☐ yes ☐ no
Will you be at least 18 years of age on or before election day? ☐ yes ☐ no

If you are not a US citizen, do NOT complete this form

Michigan driver license/state personal ID # _____

If you do not have a Michigan driver license or personal ID card, provide the last four digits of your Social Security number:
XXX-XX-____

☐ I do not have a valid Michigan issued driver license, a Michigan personal ID card, or a Social Security number.

personal information: *required information

last name* _____ first* _____ middle _____ suffix _____
☐ male ☐ female

address where you live - house number and street/road* _____ Apt/Lot # _____

city* _____ PO _____ date of birth* ____/____/____

phone _____ email _____

mailing address (if different than residential address):
city _____ state _____ PO _____

signature

I certify that:
• I am a citizen of the United States.
• I am a resident of the State of Michigan and will be at least a 30-day resident of my city or township by election day.
• I will be at least 18 years of age by election day.
• I authorize the cancellation of any previous registration.

The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be subject to a fine or imprisonment or both under federal or state laws.

X _____
signature _____ date _____

Voter Signs

11

Procedure for Issuing a Provisional Ballot If the Voter's Name Is Not on the Registration List



Back Side To Do List

1. Complete Checklist

2. Follow Instructions
with Supplies in
**Chairperson
Binder**

election inspector review checklist

STOP Review the information provided by the voter for completeness. Verify the voter:

- ☐ completed the affidavit & voter registration form on the back of this envelope
- ☐ is in the correct precinct or refuses to go to the correct precinct
- ☐ registered prior to the close of registration

Then answer these questions:

1. Did the local clerk confirm the voter is not registered in another precinct in the jurisdiction? ☐ Yes ☐ No

2. Did the voter provide an approved photo ID? ☐ Yes ☐ No
If so, indicate the allowable type & enter the number or description:
☐ MI Driver's License or PID ID number or description
☐ Other federal, state, or tribal government issued photo ID
☐ Student photo ID issued by a university, college, or high school

3. Did the voter confirm his or her address with the ID listed above in #2? ☐ Yes ☐ No
If no, could the voter confirm his or her address with a current utility bill, bank statement, paycheck, or any other government document? Please describe: _____

4. Were all answers above Yes? ☐ Yes ☐ No

For Clerk's Use Only:

☐ Not Counted: Reason
☐ Original Application Rejected ☐ No ID Provided w/in 6 days
☐ Registration After Deadline ☐ No Residency Confirmation w/in 6 days
☐ Cancelled ☐ Voted out of Precinct
☐ Unreadable/Incomplete

Comments: _____

election inspector - issuing a ballot – determining the correct type

If you answered **YES** to Question 4, issue an **Affidavit** ballot:

- ☐ Prepare the ballot as "challenged" by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an affidavit ballot
- ☐ Give voter the **Notice to Voter**
- ☐ The voter votes and puts their ballot in the tabulator
- ☐ Place this empty envelope in the Provisional Ballot Storage Envelope

If you answered **NO** to Question 4, issue an **Envelope** ballot:

- ☐ Prepare the ballot as "challenged" by writing and concealing the ballot number on the ballot
- ☐ Enter voter and issue the ballot in the (e)Pollbook as an envelope ballot
- ☐ Instruct voter to place the ballot in the secrecy sleeve and then this envelope after voting, the ballot must **NOT** be tabulated today and must be returned to an election inspector
- ☐ Give voter the **Notice to Voter**
- ☐ Allow voter to vote
- ☐ Seal the ballot inside this envelope
- ☐ Place this envelope in the Provisional Ballot Storage Envelope

election inspector record

Issued: Affidavit ballot ☐ OR Envelope ballot ☐ Voter # _____

Initials of inspector sealing this envelope (if ballot enclosed) _____

other envelope ballot reasons – affidavit and voter registration form NOT required

Voter Name _____ Voter # _____

- ☐ elector subject to federal ID requirement unable to produce an acceptable form of ID
- ☐ elector produced photo ID to satisfy the Michigan voter identification requirement; questions over the elector's identity remained after inspection of the photo ID

Counted: Reason

- ☐ Reactivated
- ☐ Registered
- ☐ Provided ID
- ☐ Residency Confirmed

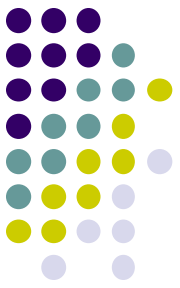
Action

- ☐ Registered
- ☐ Notice sent on _____

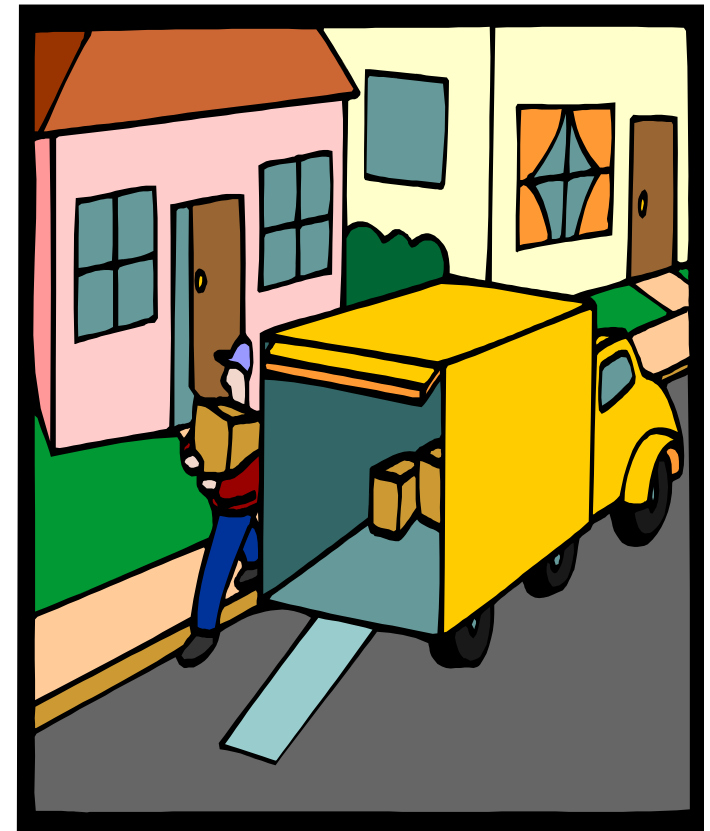
Initials of processor: _____

Challenges

Voters Who Have Moved

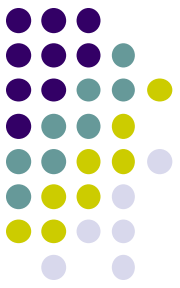


- Move made within the City of Lansing ...
 - Still Can Vote- No Deadline
 - Have the voter complete an **Election Day Change of Address Notice**
 - Put the Change of Address Notice in the **Local Clerk Envelope**



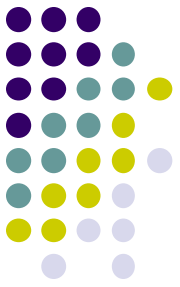
Challenges

Voters Who Have Moved



- Voter moved outside the City of Lansing
 - If the move was made after **January 8 (60 days)** and
 - the voter has not reregistered in their new location
 - have the voter complete a Cancellation Authorization and let them vote “one last time”
 - Place any Cancellation Authorizations in **the Local Clerk envelope**
 - If voter moved out of Lansing before **January 8 (60 days)**, they do not have the right to vote here.
 - Recorded in E Poll Book as “rejected voter”

Volunteer Opportunities



- #BeReady2Vote
 - Voter Registration Drive Specialist
 - Children Presentations – Mock Election
 - Sparty vs Big Lug
- Office Volunteers
 - City Hall – filing, prep mailing
 - SWOC – election prep/takedown





Elections in 2016

- Save the Date – Upcoming Elections
 - May 3, 2016 –consolidated precinct
 - August 2, 2016
 - November 8, 2016
- Need to **Respond** to postcard/email sent to be eligible. Deadline is March 18.
- Please find your May 3 Postcard, and fill it out if you can.



CONCLUSION

**Thank you for your
continued dedication and
excellence in the conduct of
City of Lansing Elections.**

**Remember to make each
voter's experience a positive
one, and have fun on
Election Day!**